

JOB ANNOUNCEMENT

PRINCE GEORGE'S COUNTY CIRCUIT COURT

Position: Permanency Planning Liaison

Grade: G-18

Salary: \$36,359 - \$44,800 (Grant Funded)

Class Title: Administrative Assistant I

Location: Family Division, Prince George's County Circuit Court, Upper Marlboro, MD

Typical Duties: Responsible for assisting the juvenile courts within the Seventh Circuit in processing Child In Need of Assistance (CINA) and Termination of Parental Rights (TPR) cases, specifically helping to ensure that children involved in CINA and TPR cases are provided permanency in a timely manner. This includes specifically monitoring the CINA and TPR cases and defining systemic issues to be addressed by the Family Division and Family Services Programs. This may include reviewing court files and observing hearings. Works with juvenile judges and masters within the local courts. Works with the Administrative Office of the Courts staff in identifying systemic issues and implementing best practices, including those identified by the National Council of Juvenile and Family Court Judges and the American Bar Association Center on Child and the Law. Prepares statistical reports detailing activity and outcome of the CINA and TPR cases and provides related case information on these cases to the juvenile courts, family division and family services programs. Works with other agency liaisons and facilitates multi-disciplinary meetings in local juvenile courts. Attends statewide meetings and training programs as necessary with the Permanency Court Coordinator and other staff of the Administrative Office of the Courts. Participates in special projects, conducts legal research, writes assignments and provides technical support at the discretion of the Circuit Court Administrative Judge, as requested by local judges, juvenile masters, Director of Family Division/Family Services programs and the Administrative Office of the Court, Foster Care Court Improvement Project. **Although this position is housed in the Circuit Court for Prince George's County, the Permanency Planning Liaison would be required to travel and work with the juvenile courts in Calvert, Charles and St. Mary's counties as well.**

MINIMUM QUALIFICATION REQUIREMENTS

Must have a Bachelor's Degree, preferably in legal or social work related field, and at least two years experience in child welfare system and/or court system. Have excellent organizational skills and the ability to establish priorities and take initiative. Must be adaptable, multi-task oriented and be able to pay attention to detail. Able to communicate effectively both orally and in writing, using proper grammar, syntax and spelling and be comfortable developing and making speaking presentations before small and large audiences. Have competent computer skills in Windows environment and able to use word processing, spreadsheet and Access databases software. Ability to work independently. Ability to exercise a high degree of judgment, tact, diplomacy; and competence when dealing with others. Ability to speak Spanish is a plus. Applicants are subject to background check. A completed Prince George's County Circuit Court Application must be submitted for this announcement. Applications can be obtained at address below.

CLOSING DATE: All completed applications (walk-in, postal mail, e-mail and courier mail) must be received in the Office of Human Resources no later than 5:00 p.m., on April 11, 2008.

Apply To: Director of Human Resources, Court Administrative Office, Room M2407, Courthouse, Upper Marlboro, MD 20772, Fax: (301) 952-4447. E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

Prince George's County Circuit Court is an Equal Opportunity Employer, Committed to Diversity in the workplace.
This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.
Reasonable accommodation upon request.